



GTA Board of Directors Annual Meeting Minutes

January 28, 2016

County Square, 301 University Ridge (Conference Room A), Greenville, SC

Attendees

Members:

Mr. Matt Carter, Ms. Pat Dilger, Ms. Addy Matney, Mr. David Mitchell,
Mr. Trey Fouché, Mr. Sam Zimmerman

Members Absent:

Dr. Julian Reed

Greenlink Staff:

Lorrie Brown (Admin. Asst.), Steve Chastain (Superintendent), James Keel (GM),
Nicole McAden (Marketing Specialist), Cindy Poston (Information Specialist),
Steve Myers (Fleet Manager), Krystal Lawson-Ryan (Mgr. of Transit Finance and
Budget), Micah Snead (Grants Accountant), Grant Sparks (Mgr. of Transit Planning)
Other City Staff: Mike Blizzard (City IT), Karen Crawford (Comptroller), Maribel Diaz (Purchasing),
Tristan Kenney (IT), Camilla Pittman (City Clerk), Gaye Sprague (City Council)
County Staff: Keith Brockington (County Planning), Sid Cates (County Council), Sam Julius (County
Transit Planner), Butch Kirven (County Council Vice Chair/GPATs Chair), Fred Payne
(County Council), Bob Taylor (County Council Chair)

Others:

Seth Blanton (Sen. Scott's Office), Emily Kern (Furman), Jeff Knox (Citizen),
Kevin Madden (Greene, Finney and Horton), Johnny Mmanu-ike (SCDOT),
Alex McAfferty (CUICAR), Dean Oang (LS3P/Neal Prince), Eric Reynolds (Proterra),
Shelley Robbins (Upstate Forever), James Smeaton (Former GTA Board Member),
Katy Smith (Piedmont Health Foundation), Katherine Turner (Sen. Dowdy's office),
Laura Turner (Sen. Graham's office)

Ms. Pat Dilger, GTA Board Chair, called the meeting called to order at approximately 12 noon.

No Public Comments.

Chairman Dilger, welcomed attendees.

Chairman Dilger presented Mr. James Smeaton, who is rotating off the board, with an award for his service to the
GTA Board. She also welcomed new GTA Board Member, Ms. Addy Matney, to the Board.

FAST Update by SCDOT (Johnny Mmanu-ike)

Fixing America's Surface Transportation (FAST) Act was signed into law by President Obama on December 4, 2015.
It is a five year reauthorization. It started 2016 and goes through September 30, 2020.

- It has a provision for planning unlike MAP 21. It provides steady and predictable funding for five years, with an increase of \$1 billion per year to the transit program.
- The SCDOT is waiting on the actual appropriation from the FTA to issue the numbers they can work with for planning. They hope to have funding by March. FAST phases in increased Buy America requirements from 60% up to 70% by FY2020. There is a lot of target funding. Discretionary will go towards Target Funding increases towards improving state of good repair and the bus program.
- There is another new discretionary grant 5339B. It is for capital acquisition. This is money for research.
- The FTA Through this reauthorization has streamlined vehicle purchases especially for large urbanized areas. Systems can now work with other states to buy off their procurement.
- There is a new bus and bus facility program called 5339B. There are modifications on the planning grant fixed guideway, the formula program 5311, the state of good repair which is 5337 and the formula program for bus

and bus facilities program from what they were under MAP 21.

- Transit agencies in the large urbanized areas which have 100 buses or less now have some wiggle room to use some part of their money to do operating and this has been extended to Demand Response operations.
- The requirement to spend 1% of 5307 funds on associated transit improvements has been eliminated. However, agencies can still use some money for landscaping and beautification.
- Buy America will increase for domestic content from 60% through 70% by the end of the reauthorization.
- For agencies interested in modernizing fleet with Low/Now Component, the FTA will pay 50% of the cost for the testing.
- The state can lead a cooperative procurement schedule where all the states can join in and buy off of the contract. However, this should be done with caution since some the state laws for state procurement codes do not allow for piggybacking on another state's procurement. If you plan to do this make sure that all the money being used is federal money. If you use state money then state procurement will apply.
- As far as planning, GTA can use the number from last year as a baseline for planning in terms of state money while the state waits for the FTA to identify the numbers that they can actually use. Last year GTA received almost half a million dollars.
- The SCDOT plans to help with replacement of vehicles. Last year they had contractors go out on their behalf to review the condition of vehicles statewide. After the review they received the report. From this report they identified immediate needs. They did not have state money to dedicate to carry out this project. They looked at this and discovered there had been some carryover money meant for transit they had not been allowed to access. The money they came up with was used to match the federal money. Therefore, GTA was able to get 2.5 million dollars. They are now waiting on the TIP. GPATS stated it would go into the TIP this February. As soon as it goes into the TIP, they put it in the STIP and can begin to move forward with contracts and grants.

Annual Report Presentation by Management (Mark Rickards, Transit Director)

- Five year revenue/ridership comparison presented. We had stair steps of our ridership for 2015. This is attributed to Mauldin/Simpsonville service which started in 2012. It continues to grow incrementally every year. We are now in third year for the Clemson Commuter Service. We are seeing a decrease in ridership on for the connector which connects CUICAR to downtown Greenville, University Center and St. Francis. The trolley service that began in 2014 continues to grow.
- Revenue has been slightly lower for 2015. Of the increases we are seeing in ridership, the trolley has no fare and with the Clemson service only five percent of the riders pay a direct fare. Mauldin/Simpsonville is a smaller percentage of the fixed route. Overall for 2015 we saw a slight drop in our revenue from the \$800,000 the prior year. Overall, ridership is well over a million and is expected to increase for 2016.
- On operating expenses what we have spent is the total amount of our budget. Our operating expenses declined in FY2015 mostly attributable to lower fuel cost. Our higher labor costs has been offset by lower fuel costs.
- While ridership was up slightly, fare revenue decreased by 4%. Fixed route ridership declined though ridership increased for trolleys. We have a need for a Comprehensive Operational Analysis to look at route structure, stops, boardings, alightings and transfers. Public input will help us determine productive routes, declining segments, and suggest changes. A review of the fare structure including offering more payment options for pre-boarding payment will be evaluated. Clemson is looking for a possible adjustment of revenue for faculty and administration on Clemson buses which may assist in fare box recovery on the Commuter and Connector service. This could account for additional revenue of \$25,000.
- In 2015, the City transitioned Maintenance from Public Works where it had resided since 2008 to Greenlink. We hired a new Fleet Manager in November. A lot of new staff was hired (Fleet Manager, GM and Marketing Specialist). The year began with Krystal Lawson-Ryan being promoted to Manager of Finance and Budget, and a Transit Planner started in the spring. Grant Sparks was promoted from Transit Planner to Manager of Transit

Planning. We made an all-out effort in the TIGER VII application and we came close to securing the grant. We will try for the TIGER VIII grant which would enable us to do trunkline service and possibly electric buses. We are in year three of the Clemson Commuter Service and Year two of the Greenlink Trolley Service. We have a new web page, new trolley tracker, record advertising revenue, triple bike racks, Google Transit, and the Upstate Transit Coalition. A Trolley Park and Ride partnership with the City Parking developed at 106 Augusta St. for a West End lot. The Federal Triennial Review was a learning experience for our new staff. We are still finalizing a few issues on procurement and facility preventative maintenance and the Drug and Alcohol Policy. We received high marks for our financial and maintenance. The state of transit is good.

- In 2016 we have five core objectives: 1. Develop Comprehensive Operations Analysis (COA) to look at entire system especially fixed route which has some declining ridership. The demographics of the City and County is changing. The trolley program is growing so much that we need to look at it in terms of neighborhoods and commercial areas. We have other commuter service requests such as Greenwood and Furman. 2. We will have continued emphasis on relocation of maintenance to a new location. 3. Bus replacement which is now possible with funds identified. We will develop specifications and do an RFP to replace six of our 14 year old Chance Coaches. 4. Trolley program enhancement with additional trolley(s) and assessment of service using 5339A or possibly 5339B funding. 5. Getting fully staffed in Operations, more and improved training, reworking of driver schedules to reduce overtime and improve efficiency is our goal. We are fully staffed in Maintenance and Administration.
- We have opportunities with FAST the new federal authorization: 1. We will look at doing a Tiger VIII application with our partners. 2. There are discretionary funds similar to Tiger to help us be more competitive. We may be eligible for the first time in Greenville to apply for Low/No Grant which would in our case would be towards securing electric buses. 3. We will look at enhancement of Mauldin-Simpsonville service using 5307 funds. They get 1.2 million dollars in federal funds and matching stand funds. 4. Additional 5307 through apportionment of 3 to 4 percent anticipated. 5. Improved state funding opportunities. 6. Continued Public-Private Partnerships with St. Francis, CUICAR and Clemson University.
- Still on the Horizon: 1. Extending hours to go to 7:30 p.m. when we are fully staffed; 2. Sunday service and holiday; 3. Peak hour service which we need to get down to half an hour; 4. Expansion to Fountain Inn, Travelers Rest and Greer where people need to get to jobs; 5. Fill in gaps to jobs and retail on Pelham Rd. and Woodruff; 6. Completion of COA which leads to a updated Transit Development Plan which outlines all of the above and coordinates with Long Range Plan of GPATS; and 7. Look at redevelopment of the Washington Street Tower of our facility for leasing and access.
- In closing: Transit is more than just buses. It is working with our bike partners. We have bike share station at our transit center. We have bike racks on all our buses. A pedestrian connection is very important. GTA/Greenlink need to be better advocates for this since it is part of our connections. Whenever we put out a new bus stop or shelter, we have to make sure it is accessible and safe. In terms of economic development, transit is important in getting people to jobs. They can get take transit to work but not home from work. Medical, retail, education, recreation are all reasons why people use public transportation. Seniors, disabled, international workers, tourism all fit within transit demographics. We need to tap into One-car households, zero-car households, zero-license individual and millennials.

Q&A

- Councilor Kirven questioned when we would put up more shelters at stops. Mr. Rickards stated that the COA will help us determine where to put up shelters. We are not allowed to put shelters at some stops because we cannot get permission from property owners. We now have over seventy shelters up.
- Question asked regarding whether we are still looking at having electronic advertising at shelters. Mr. Rickards stated that he discussed this possibility with our Marketing Specialist, Nicole McAden.

- Councilor Payne stated that he believes that the upstate and Greenville County has an opportunity to be part of an application for a major USDOT grant which was announced in November and has a due date of Thursday, February 4. It is an outshoot of what happened with our "Envision America" Greenville Workshop a couple of weeks ago. There was more interest in Greenville's proposal for Smart Transportation partners and smarter green village developments than any of the other nine cities. All of whom were much bigger than Greenville. Secretary Fox spoke and encouraged mid-size metropolitan areas to participate. Greenville's central city is much too small to qualify. It is for populations of 200,000 to 800,000. Greenville has around 58,000 people according to the 2010 census. Secretary Fox stated the population numbers were guidelines and he encouraged them to select guidelines and compete for grant. They are looking at innovative transportation solutions addressing 21st century problems and solutions. Councilor Payne stated we need to have Proterra buses on the street in Greenville. SCTAC is the designated entity in Greenville to coordinate the grant. This is a 50 million dollars project. He stated that if GTA is interested in helping write the grant the information is posted on a website. If GTA/ Greenlink is interested in participating, let him know and he will plug them into the system. He is requesting a letter of support from Greenlink/GTA by Friday, January 28 stating "we endorse SCTAC as the applicant and we will support the writing of it." Before endorsing the project the consensus of the GTA Board was that they needed further clarification of what they would be endorsing. They asked Councilor Payne for a detailed description in writing outlining the project.

Approval of December 17, 2015 Minutes

Mr. Matt Carter made a motion to approve the December 17, 2015 minutes. Mr. Trey Fouché seconded the motion. There was no opposition. The motion carries.

Committee Reports

The Development Committee did not meet in January due to scheduling conflicts.

Finance Committee Meeting Report (Sam Zimmerman):

The Finance Committee recommends payment of invoices in the amount of \$549,625.62 subject to the availability of funds. Since this is a motion from the Finance Committee, a second is not required. There is no opposition. The motion carries.

Invoices

Date	Vendor	Description	Invoice #	Amount
12/11/2015	Hilton Displays	Letters on Washington side of Transfer Center	IN65575	3,397.50
12/15/2015	Bogari	Office Furniture for Grants office	RC00001000003763	2,335.00
12/2/2015	Proforma	Bus & Shelter Panels	OK76009927	522.65
12/15/2015	Brasco International, Inc.	5 - 4x6 A/C Powered LED Backlit Ad Boxes	45936	9,375.00
12/29/2015	Benson Nissan	2016 Nissan Frontier 1N6BD0CT9GN712908	80477	16,789.00
1/11/2016	City of Greenville	December 2015 Expenses	798608	517,206.47
Total				\$549,625.62

Remarks from Outgoing Chairman Ms. Pat Dilger

Each year GTA takes on its own character and 2015 to a large extent was characterized by amazing collaborations. First and foremost there was the partnership between the County, the City and GTA working together on the Tiger

Grant envisioning a new and more regional system connecting our sister cities from Travelers Rest to Fountain Inn and from Greer to jobs at SCTAC. This was powered by electric buses and hopefully will stimulate growth along those two trunklines. We just missed getting this grant but we will have another go at it this year. There was enormous value in this collaborative process creating a vision for a more efficient transit system with our partners with hope and enthusiasm as we all worked together. This transit trunkline vision will continue to form our planning process as we move forward this year with the Comprehensive Operations Analysis which is required every five years and our update of our master plan as well. It will also guide our decision about locating our new maintenance facility. Collaboration was a key characteristic in some other ways as well. We worked really closely with the City this year to find ways to implement a transit oriented development zoning plan so that our transit corridors will be lined with walkable, bikeable green village communities that are affordable to those who rely on our services to get to their jobs. We still have a lot of work to do to make this a practical reality but we have begun the conversation about the importance of integrating land planning with transit. In final celebration of collaboration, thanks to Piedmont Health Foundation for reaching out into our communities to understand the everyday transportation needs and challenges of our most vulnerable neighbors and special thanks to Upstate Forever and the Upstate Transit Coalition for educating and advocating for a multimodal future for our region. We need these types of partnerships and collaborations. We are off to a good start for the coming year. She stated she was thankful to be a part of this great team.

Election of Officers (Names Submitted by Nominating Committee)

Mr. Matt Carter – Chairman

Dr. Julian Reed – Vice Chair/Chair of Development Committee

Mr. Trey Fouché – Treasurer/Finance Chair

Note: Mark Rickards in the role as Transit Director serves as GTA Board Secretary

Mr. David Mitchell made a motion to accept the slate of officers presented and appointment of Mark Rickards as Board Secretary. Ms. Addy Matney seconded the motion. There was no opposition. The motion carries.

Remarks from Incoming Chairman Mr. Matt Carter

Mr. Carter thanked the Board. He acknowledged the time Ms. Dilger spent throughout the year on a number of duties. He stated that in the past we only had the City, County and state to thank, but now we have institutions such as Clemson University and others. We have private entities that advertise with us and help us with revenues. We of course have our dedicated customers who depend on our service to get to their job. We also have choice riders that do not have to ride but choose to ride. For a system that is essentially operating on a budget 10 to 20% the size of the budget for Columbia or Charleston, this says a lot about this organization. Pat, as Chairman, spent a lot of time working with private organizations and political organizations. He is appreciative of the confidence in him by his election as Chairman and he is sure the other officers feel the same. We will keep committee heads the way they are. If Board members would like to serve on a particular committee, please let him know via email within the next week. He will then assign members to a committee in order for them to attend the first committee meeting.

Mr. David Mitchell made a motion to adjourn. Mr. Trey Fouché seconded the motion. There is no opposition. The motion carries.

Prepared by: Lorrie Brown
Lorrie Brown, Greenlink Administrative Assistant

Date: 3/2/16

Approved by: Mr. Matt Carter
Mr. Matt Carter, GTA Board Chairman

Date: 3-11-16

